



Agenda Item Number: 2006-6-7G

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: June 27, 2006

Department: Purchasing **Staff Contact:** Dan Mayfield, Deputy County Manager for Finance
Lisa Sedillo-White, Purchasing Director
Rosanna Suazo, Purchasing Administrator

TITLE: Multi Award for On Call Architectural, Landscape Architectural and Other Professional Services

ACTION: Motion to:

1. Award RFP #31-06-RS as a Multi Award for On Call Architectural, Landscape Architectural and Other Professional Services.
2. Authorize the County Manager to execute On Call Architectural, Landscape Architectural and Other Professional Service contracts exceeding \$100,000 resulting from the Multi Award.

SUMMARY:

RFP #31-06-RS was advertised on May 2, 2006 soliciting proposals for architectural, landscape architectural and other related professional services. The RFP requested qualification based proposals for six categories as follows:

1. Design Review and Inspection Services
2. Design of Small Projects
3. Design of Large Projects
4. Site Planning
5. Feasibility Studies
6. Landscape Architectural Design Services

A total of eight firms submitted proposals selectively for the above categories with the exception of Category 1. The Design Services Selection Committee recommends award to all firms for each category in which they submitted a proposal. The firms will be placed on a rotation schedule for each separate category, with the exception of Category 1, according to how they ranked in the evaluation process. The Design Services Selection Advisory Committee recommends approval of the following firms to provide services under this RFP:

- Morrow, Reardon, Wilkinson, Miller, LTD
- Site Southwest
- Siegel Design Architects
- Resource Technology
- Molzen-Corbin and Associates
- Consensus Planning
- ASCG
- HDR

Category 1, Design Review and Inspection Services, included technical design review and/or construction inspection services with a maximum contract amount of \$100,000.00 excluding GRT. This Category received no offers. Category 2, Design of Small Projects, includes the design of new building construction, renovations, additions, and system upgrades with a Maximum Allowable Construction Cost (MACC) not to exceed \$1,000,000.00. Category 3, Design of Large Projects, includes the design of new building construction, renovations, additions, and system upgrades with a MACC between \$1,000,001.00 and \$2,500,000.00. Category 4, Site Planning, includes the planning of sites to include existing and/or planned buildings, structures, exterior spaces, landscape, access, parking, infrastructure, utilities and rights-of-way with a maximum contract amount of \$100,000.00. Category 5, Feasibility Studies, includes the study of existing and/or planned spaces and the feasibility of such as they relate to the existing and future needs of the County with a maximum contract amount of \$150,000.00. Category 6, Landscape Architectural Design Services, includes the design and/or re-design of new or existing landscape projects for recreational game fields, recreational multi-purposes fields, parks, skate parks, turf areas, playgrounds, general building grounds medians and/or rights-of-way with a MACC not to exceed \$1,000,000.00.

It is necessary to have qualified firms available to the County as projects become funded through State or Local grants or bonds. By having architectural, landscape architectural and related services available on an on-call basis, the County can contract without soliciting a formal RFP for every project, thus reducing the time to complete project design. As projects are developed, the firms will be contacted in a rotational order, under the appropriate category, and contracts will be negotiated and presented for approval. Attached is the Evaluation Committee Report that includes a table showing the firms that submitted for each category and their rank based on the evaluation of their written proposal. Major projects, exceeding the limits established under this RFP, or projects of a high degree of complexity will be advertised with a project specific RFP for open competition in accordance with County Code section 2-391.

ATTACHMENTS:

1. Evaluation Committee Report
2. Request for Proposal #31-06-RS

FISCAL IMPACT

Funding for Architectural, Landscape Architectural and Other Professional Services will be appropriated from various funding sources within Bernalillo County.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

Lisa Sedillo-White, Purchasing Director, and her staff, should be commended for their hard work to provide this and the other on-call services. On-call services will save time and money and allow projects to be completed in a more timely manner. I recommend Board approval. TL
6/20/06

DEPUTY COUNTY MANAGER FOR FINANCE

The Multi Award for On Call Architectural, Landscape Architectural and Other Professional Services RFP will reduce the costs and the purchasing cycle-time involved in soliciting quotes and formal procurements for architectural design services on demand. This will enable the completion of small projects in a shorter timeframe. Dan Mayfield, Deputy County Manager for Budget & Finance 6/19/06

LEGAL

No adverse comment. PFT 06/20/06

FINANCE

Budget	Funding source will be identified at the time that the purchase order is requested. Nona Lane, Financial Services Administrator III 6/19/06
Purchasing	Proper procurement procedures have been followed in the solicitation, evaluation and award of RFP 31-06-RS. Proper procedures will be followed in the selection of firms off the established rotation schedule and in the award of individual contracts on a per project basis. R. Suazo, Purchasing Administrator 6/6/06
Contracts	Contract Control Numbers will be issued for individual contracts on a per project basis. Contract negotiations and subsequent contract approval is based on the rotation schedule established as a result of the evaluation for each category independently. It is the intent of the Purchasing Department to award the RFP for a two year term. R. Suazo, Purchasing Administrator 6/6/06
Risk Management	The Contractor shall provide a certificate of insurance naming the County as an additional insured with the like kinds and amounts of insurance referenced in Section 18 of the RFP. David A. Baca, Risk Management Administrator 6/19/06